Hertie School

Master's Programmes: Self-Assessment Checklist

The self-assessment is a checklist for ethics and data protection. It should be completed before the start of every project and funding proposal developed at the Hertie School, especially those including research with human subjects, individually identifiable human subject data, or when required by a funding body, partner or publisher.

All master students must fill out this self-assessment checklist, save a copy for themselves and discuss any issues with their supervisor(s).

Please, note that all projects must adhere to the Hertie School's policies and guidelines:

Hertie School Policies:
http://internweb/info/Hertie%20Handbook/School%20Policies.aspx
Code of Conduct:
https://hertieschool-f4e6.kxcdn.com/fileadmin/5_WhoWeAre/Code_of_Conduct.pdf
Research Ethics Review Policy:
http://internweb/info/SiteAssets/Hertie%20Handbook/School%20Policies/Research%20Ethics%20Policy_June%202022.pdf

You can find supplementary material about research ethics and data protection, including a glossary of terms on Moodle at **Hertie School - A to Z > Research Ethics and Data Management** or at https://moodle.hertie-school.org/course/view.php?id=1050&sectionid=36396

If you have any questions or doubts while filling out this form, please contact the Research Ethics Office (ethics@hertie-school.org).

APPLICANT AND PROJECT DETAILS

1. Project or thesis title: *

    Predicting job creation in Colombian cities with key economic, social, and demographic information

2. Name of student: *

    Alvaro Jose Guijarro May

3. E-mail address of student: *
    Please, use your official Hertie School e-mail address.

    a.guijarro@students.hertie-school.org

4. Master Programme at the Hertie School: *

Master of Data Science

5. Name(s) and e-mail address(es) of supervisors: *

Supervisors are necessary for every master student.
Please, also specify in case of any (co)supervisors outside of the Hertie School.

Simon Munzert, munzert@hertie-school.org

6. Name(s), e-mail address(es) and role(s) of other researcher(s) participating in the project:

If not applicable, please leave blank.

Escriba su respuesta

7. Anticipated duration/dates of project: *

For example: from November 2022 to April 2023.

November 2023 to April 2024

8. Please, provide a short description of your project (in **no more than one or two short paragraphs and in accessible language**): *

This should focus on methods, interventions and type of participants. Provide details only when there are possible ethical concerns (if any) or if your project deviates from established and accepted guidelines and techniques.

Master thesis research focused on evaluating different univariate and multivariate prediction models to see if job creation forecast can be achieved using different economic, social, or demographic indicators from Colombian cities. This study is mostly focused on plausibility and it is not intended to be used as an actual policy tool for the time being.

CONSIDERATIONS REGARDING PARTICIPANTS & RESEARCHERS

9. Does your research involve direct contact with *human participants*? *

This includes the conduction of interviews, surveys, questionnaires, observation, interventions, experiments, and any other involvement of humans in any way.

◯ Yes

◉ No

RISKS

10. Does the research pose any type of *physical or situational risk* to any participants or researchers involved at any stage? *

This also includes field research in unsafe locations or the exposure to potentially harmful situations.

○ Yes

◉ No

11. Does the research involve invasive, intrusive, or potentially harmful procedures, interventions or consequences of any kind to human participants, animals, the planet, future generations, the scientific community, or others? *

○ Yes

◉ No

LEGAL CONSIDERATIONS

12. Location of your project or experiment: *

Please, specify country/countries and indicate in case of online or hybrid research.

Colombia

13. Does the research involve any activities outside of the European Union (EU) countries? *

For reference, please see: https://european-union.europa.eu/principles-countries-history/country-profiles_en

Please, note that all researchers based at the Hertie School must comply with the current laws and regulations of the EU, Germany, and EU funding bodies.

For research conducted online and/or outside of the EU, the Hertie School advises researchers to inform themselves about the current laws and regulations of the specific country/countries where they will work, and the possible need to obtain legal or formal ethical approval.

◉ Yes

○ No

14. For research conducted outside of the European Union:

Will you consult/notify relevant bodies in the country/countries where the research will be conducted? *

◉ Yes

○ No

15. Does the research involve content or materials, which could raise concerns regarding their compatibility with the EU, German or other legislation? *

This includes, but is not limited to materials connected to counterterrorism, internet crimes, extremism, radicalization, or other security issue.

This applies even if your research will be conducted outside of the EU.

○ Yes

○ No

16. Does the research have any link with the military or security services or require security clearance from a national authority? *

○ Yes

◉ No

DATA PROTECTION AND MANAGEMENT

If you have any questions or doubts regarding data protection or data management, please contact the Hertie School's IT department (servicedesk@hertie-school.org) or the Library (library@hertie-school.org), respectively.

17. Does the research involve the collection and/or processing of *personal/sensitive data or special categories of data* at any stage? *

Personal/sensitive data is any information that relates to an identified or identifiable living individual, such as a name and surname, home address, phone number, email address, identification card number, location data, Internet Protocol (IP) address; data held by a hospital or doctor, physiological, genetic, mental, economic, cultural or social identity, or others.

Special categories of data include data revealing race, ethnic origin, political opinions/views, religious beliefs, trade union membership, genetic or biometric data, data concerning health, sex life, sexual orientation, among other

For reference, please see: Art. 4 (https://gdpr-info.eu/art-4-gdpr/) and Art. 9 of the GDPR (https://gdpr-info.eu/art-9-gdpr/)

○ Yes

◉ No

18. Does the research involve administrative or secure data that requires permission from the appropriate authorities before use? *

○ Yes

◉ No

19. Do you plan to import or export any material, including personal data, from non-EU countries into the EU or vice-versa? *

Please, keep in mind that storing data with a cloud-based service provider (i.e. Dropbox, Calendly, or others) consists in export of data.

○ Yes

◉ No

20. I understand that the Hertie School advises all researchers to use a safe work environment while collecting, processing, storing, and transferring data. This includes: *
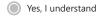
a) When using a computer, making sure that:
- Access to the computer is password protected
- All security updates of the operating system are installed

- The software used to process the data is up to date and has the latest security updates installed
- The communication to all involved services is secured by valid and state of the art encryption (SSL, i.e. HTTPS)
- The local hard drives are encrypted to prevent data loss in case of theft
- The data is backed-up in a secure way

b) When using physical documents (i.e. paper), making sure that:

- There is a 'clean desk policy' in place
- Personal or sensitive data is kept locked and protected

◉ Yes, I understand

OTHER CONCERNS

21. Are there any other ethical concerns or possible *conflicts of interest* identified within the research proposal, funding, research team, publication plans, or elsewhere? *

○ Yes

◉ No

22. In completing and submitting this self-assessment checklist, I declare that: *
    - I have answered all questions truthfully and to the best of my knowledge.
    - I take full responsibility for my responses.
    - If there are adverse events or changes to my project that could raise new ethical issues or generate/increase the risk to participants, I will notify the Hertie School's Research Office in writing about these changes.
    - I will adhere to ethical principles and comply with the international standards for scientific integrity in my discipline(s).
    - I will comply with the Hertie School's internal policies, the General Data Protection Regulation (GDPR), and the DFG's Guidelines for Safeguarding Good Research Practice.

    Please, see for reference:
    DFG Codex: *https://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/*
    GDPR: *https://gdpr-info.eu/*
    Hertie School Policies: http://internweb/info/Hertie%20Handbook/School%20Policies.aspx

    To receive and save/print a copy of your self-assessment, do not forget to tick the box below "Send me an email receipt of my responses.

    ◉ Yes, I agree with the points above.

▦▦ Microsoft 365